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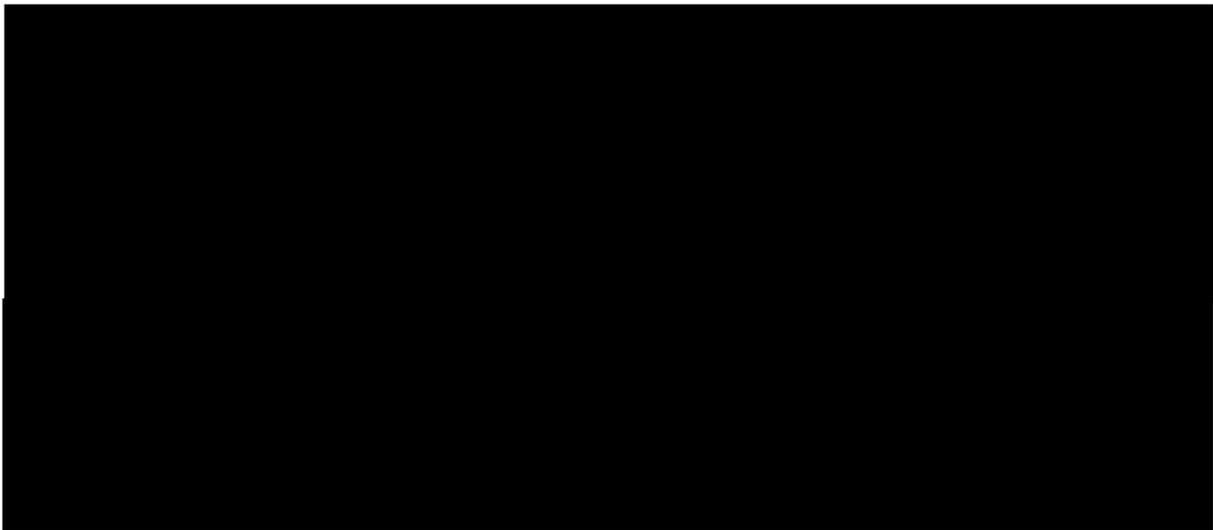
8 January 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 8 January 1954

25X1A

1. General



25X1C4a

2. Projects and Studies in Process

25X1A

a. Submission of Materiel Requirements - (completed item)

25X1A

The instructions concerning the submission of forecasts of materiel requirements have been published as No. [redacted] dated 28 December 1953. The information requested in this notice should give the Logistics Office a comprehensive picture of the administrative and operational requirements world-wide for FY-55 and FY-56.

3. Administration

a. Personnel Report - (continued item)

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Personnel report of the on-duty strength for the week ending 7 January 1954 is [redacted]. These figures include the Motor Pool personnel (bents) recently transferred from General Services Office.

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25X1A

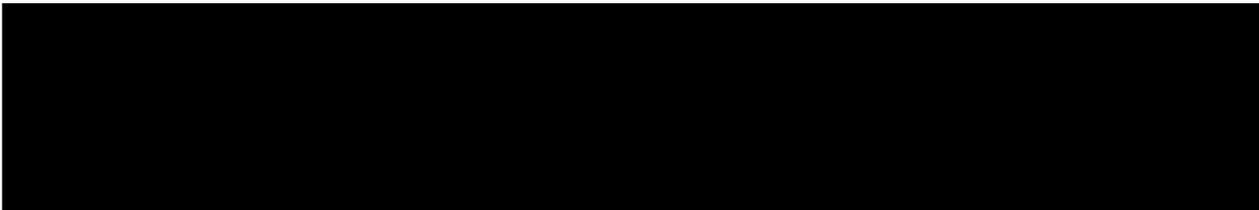
b. Agency Regulations - (continued item)

The following proposed Agency Headquarters Regulations were forwarded to the Regulations Control Staff for final coordination and publication:

- (1) [REDACTED] Supply Control and Accountability, General Concepts and Policies
- (2) [REDACTED] Supply Control and Accountability, Accountability and Responsibility
- (3) [REDACTED] Supply Control and Accountability, Supply Accounting
- (4) [REDACTED] Supply, Supply Catalog
- (5) [REDACTED] Supply Stock Levels
- (6) [REDACTED] Supply, Distribution and Transfer of Property
- (7) [REDACTED] Supply, Issue and Use of Property
- (8) [REDACTED] Supply Control and Accountability, Material Disposition
- (9) [REDACTED] Supply, Boards of Survey

4. Transportation Division

25X1C4a



b. Operational Statistics, Week Ending 7 January 1954 - (continued item)

- (1) Trucking Operations:
 - (a) Tonnage Moved - 13 tons (out of town)
 - (b) Total Truck Mileage - 4,518 miles
- (2) Cargo Operations:
 - (a) Total Air Shipments - 27
 - (b) Tonnage Moved - Air - 1.7 tons
 - (c) Total Surface Shipments - 81
 - (d) Tonnage Moved - Surface - 31 tons
- (3) Personal Property Shipments:
 - (a) Incoming Personal Property - 0
 - (b) Outgoing Personal Property - [REDACTED]
 - (c) Incoming Privately-Owned Automobiles - 0
 - (d) Outgoing Privately-Owned Automobiles - 0

25X9

5. Supply Division

a. Storage of Biologicals and Antibiotics - (new and completed item)

Agreements have been reached with the Medical Office whereby biologicals and antibiotics which possess an expiration or shelf life date

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will not be stocked in the [redacted] Supply for these items will be effected through the [redacted]

6. Procurement Division

a. Contract Documents and Requisitions - (continued item)

(1) Contracts

<u>Contractor</u>	<u>Commodity & Quantity</u>	<u>Dollar Value</u>
Production Research	S-Band Transmitters	\$47,854.

(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	4	11	125	184	324
Received	35	13	1	143	192
Completed	26	11	4	194	235
Pending	13	13	122	133	281
Amt. Oblig.	\$6,291.50	\$8,998.55	\$55,306.00	\$32,682.72	\$103,278.77

JAMES A. GARRISON
Chief of Logistics

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